

**BY ORDER OF THE CHIEF,  
NATIONAL GUARD BUREAU**



**MANPOWER STANDARD 10A0TC**

**10 SEPTEMBER 2004**

**Manpower Standard**

**COMBAT READINESS TRAINING CENTER (CRTC)  
SUPPORT STAFF**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This Air National Guard Manpower Standard (ANGMS) quantifies the manpower required to accomplish the tasks described in the process oriented description (POD) for varying levels of workload in the Combat Readiness Training Center (CRTC) Support Staff function whose mission is to provide an integrated, year-round, realistic training environment (airspace, facilities, equipment) for units to enhance their combat capability and readiness. The Air National Guard (ANG) is the authority for the approval and publication of ANG Manpower Standards. Air Force and ANG directives contain policy and procedural guidance for the operation of the CRTC Support Staff function. This standard applies to the Alpena, Gulfport, Savannah and Volk Field CRTC's and is applicable to peacetime operations only. This standard was developed in accordance with (IAW) AFI 38-201, *Determining Manpower Requirements*, Air Force Manual (AFMAN) 38-208, Volume 1, *Air Force Management Engineering Program (MEP)-Processes*, and AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) -Quantification Tools*. Send comments and suggested improvements on AF IMT 847, *Recommendation for Change of Publication*, through channels, to ANG, Management Engineering (ANG/XPME/Operating Location TN [OLTN]), 106 Briscoe Drive, McGhee Tyson Air National Guard (ANG) Base, TN 37777-6283.

### **SUMMARY OF REVISIONS.**

This document is substantially revised and must be completely reviewed.

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**1. STANDARD DATA:**

1.1. Approval Date. 1 Aug 04

1.2. Man-hour Data Sources. The Operational Audit (historical record and technical estimate) technique was used to collect/determine man-hour/manpower data.

1.3. Man-hour Equation:

$$1.3.1. Y = 245.7 + 1.840X$$

1.4. Workload Factor:

1.4.1. Title:

1.4.1.1. X = Total Full-time CRTC Authorizations Supported.

1.4.2. Definition:

1.4.2.1. X = The average monthly number of full-time CRTC authorizations supported.

1.4.3. Source:

1.4.3.1. X = Unit Manpower Document (UMD) (34 Command File Part A) maintained by ANG/XPMM.

1.5. Points of Contact:

1.5.1. Functional: Mr Pat Welch, ANG/C4R

1.5.2. Manpower: Major Brian Cotton, ANG/XPME/OLTN

**2. APPLICATION INSTRUCTIONS:**

2.1. Step 1. Man-hour Equation. Apply the man-hour equation in Paragraph 1.3., to determine required man-hours.

2.2. Step 2. Man-hour Availability Factor. Divide the resulting man-hours by the appropriate Man-hour Availability Factor (MAF) times the overload factor. The answer will quantify the required fractional manpower. Round the fractional manpower up to the next whole number.

2.3. Step 3. Air Force Specialty Codes (AFSC) Requirements Table. Use the Manpower Table at Attachment 3 to determine required AFSC.

2.4. Step 4. Upper and Lower Extrapolation Limits:

2.4.1. UCL:  $Y_U = 587.74$

2.4.2. LCL:  $Y_L = 297.45$

2.5. No other application instructions apply.

**3. STATEMENT OF CONDITIONS.** The normal hours of operation for this function are 80 hours per two-week period. Units work numerous schedules, from the normal 40 hours per week to alternate work schedules ranging from four ten-hour days per week to eight nine-hour days and one eight-hour day per two-week period. There are no other standard of living constraints that impact the daily operation of this work center.

DANIEL JAMES III, Lieutenant General, USAF  
Director, Air National Guard

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***References*

AFI 38-201, *Determining Manpower Requirements*

AFMAN 38-208, Volume 1, *Air Force Management Engineering Program (MEP)-Processes*

AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*.

*Abbreviations and Acronyms*

**AETC**--Air Education and Training Command

**AF**--Air Force

**AFEPL**--Air Force Electronic Publications Library

**AFDPO**--Air Force Departmental Publishing Office

**AFSC**--Air Force Specialty Code

**AGR** - Active Guard/Reserve

**ANG** - Air National Guard

**CA** - Certification Authority

**CAR** - Customer Account Representative

**CC** - Commander

**CD** - Compact Disk

**CBT** - Computer Based Training

**COMSEC** - Communications Security

**COR** - Office of Record

**COTS** - Commercial Off-The-Shelf Software

**CRO** - Change of Reporting Official

**CRTC** - Combat Readiness Training Center

**DAPS** - Defense Automated Printing Service

**DEERS** - Defense Enrollment Eligibility Reporting System

**DMS** - Defense Messaging System

**DoD** - Department of Defense

**DP** - Air Force Personnel  
**ETS** - Electronic Transaction System  
**ETS** - Expiration Term of Service  
**EPR** - Enlisted Performance Report  
**FARM** - Functional Area Records Manager  
**FAX** - Facsimile  
**FOIA** - Freedom of Information Act  
**FRC** - Federal Records Center  
**FRO** - FORTEZZA Responsible Officer  
**FWG** - Financial Working Group  
**GSU** - Geographically Separated Unit  
**HHQ** - Higher Headquarters  
**HRO** - Human Resources Office  
**IAW** - In Accordance With  
**IMT** - Information Management Tools  
**IP** - Internet Protocol  
**IT** - Information Technology  
**IM** - Information Management  
**LAN** - Local Area Network  
**MAF** - Man-hour Availability Factor  
**MEP** - Management Engineering Program  
**METL** - Mission Essential Task Listing  
**MPF** - Military Personnel Flight (now Force Management Flight)  
**NGB** - National Guard Bureau  
**OI** - Operating Instruction  
**OJT** - On-The-Job Training  
**OPR** - Officer Performance Report  
**PA** - Public Affairs  
**PCS** - Permanent Change of Station  
**PIF** - Personal Information File  
**PIN** - Personal Identification Number

**POC** - Point of Contact

**POD** - Process Oriented Description

**RC** - Records Custodian

**RM** - Records Manager

**SAV** - Staff Assistance Visit

**SBP** - Survivor Benefit Plan

**TDY** - Temporary Duty

**US** - United States

**USPS** - United States Postal Service

**UMD** - Unit Manpower Document

### *Terms*

**Air National Guard Manpower Standard (ANGMS)**--A numbered, specialized publication that quantifies manpower requirements for a work center. Also includes approved variances.

**Historical Record**--Documented past work performance of the work center.

**Man-hour**--A unit of measuring work. It is equivalent to one person working at a normal pace for 60 minutes, two people working at a normal pace for 30 minutes, or a similar combination of people working at a normal pace for a period to time equal to 60 minutes

**Manpower Standard**--The basic tool used to determine the minimum level of manpower required to support a function. It is a quantitative expression that represents a work center's man-hour requirements in response to varying levels of workload.

**Operational Audit**--A work measurement method consisting of one or a combination of the following techniques: good operator timing, historical records, technical estimate, standard time, and directed requirement.

**Technical Estimate**--A determination of the standard hours required for a given task, based on an estimate by individuals who are technically and professionally competent to judge the time required.

**Process Oriented Description**--A format that shows work center responsibilities structured for easy measurement of work categories, tasks and subtasks

**Attachment 2****PROCESS ORIENTED DESCRIPTION****COMBAT READINESS TRAINING CENTER (CRTC) SUPPORT STAFF****A2.1. DIRECT:****A2.1.1. CHIEF ENLISTED MANAGER:****A2.1.1.1. PROVIDES MANAGEMENT:**

A2.1.1.1.1. MANAGES THE PERSONNEL (DP) AND BASE INFORMATION MANAGEMENT (IM) FUNCTIONS. Enforces policy, manages and controls DP and IM, and assists in performing self-assessment of their activity.

A2.1.1.1.2. RECOMMENDS DIRECTIVE. Recommends policy, procedure, plan, operating instruction, and checklist by researching, drafting, and proofreading typed copy for final signature.

A2.1.1.1.3. PROVIDES GUIDANCE TO SUBORDINATE WORK CENTER. Assists subordinate work center supervisors to ensure mission accomplishment and provides advice on administrative and technical matters.

A2.1.1.1.4. REVIEWS REPORT AND STATISTICAL DATA. Reviews information contained in report, edits listing and statistical data for impact on unit and to identify possible trend requiring further action.

A2.1.1.1.5. RECEIVES AND ASSISTS VISITING OFFICIAL. Receives visitor, inspector, or other official; assists visitor to accomplish purpose of visit; and escorts visitor.

A2.1.1.1.6. REVIEWS REPORT. Reviews, edits, and revises report as required by Air Force (AF)/Air National Guard (ANG) directive.

A2.1.1.1.7.. HIRES EMPLOYEE. Develops position description, develops job analysis work sheet, submits request for hire, reviews personnel data, interviews applicant, and finalizes selection.

A2.1.1.1.8. INDOCTRINATES PERSONNEL. Conducts initial interview, makes original job assignment, and familiarizes newly assigned personnel with the work center.



- A2.1.1.1.9. NOMINATES PERSONNEL FOR AWARD. Develops recommendation by researching, evaluating, drafting, and proofreading typed copy for final signature.
- A2.1.1.1.10. MONITORS MANAGEMENT IMPROVEMENT PROGRAM. Assists subordinate in developing improvement suggestion and processes suggestion received for evaluation.
- A2.1.1.1.11. IDENTIFIES MISSION REQUIREMENT. Assists in the preparation/development of a mission essential task listing (METL) to identify all unit capabilities required to execute the assigned mission.
- A2.1.1.1.12. ASSISTS IN DEVELOPMENT OF BASE MASTER PLAN. Assists CRTIC staff with long-range planning. Participates in planning and programming for facility improvement.
- A2.1.1.1.13. COORDINATES WITH OUTSIDE AGENCY. Coordinates with outside agency as necessary. Coordinates with National Guard Bureau (NGB) and state headquarters personnel to work base issues. Corresponds with NGB through phone, e-mail, personal visits and regular mail. Works manpower, Air Expeditionary Force taskings, workdays, transportation, funding, and hiring issues.
- A2.1.1.1.14. DEVELOPS TRAINING REQUIREMENT. Ensures unit training program prepares Security Forces operators to meet METL objectives.
- A2.1.1.1.15. INSPECTS FACILITY. Performs periodic inspection of work center for adequate housekeeping and identifies hazard affecting safety, fire, or security. Identifies equipment and facility condition requiring maintenance or repair.
- A2.1.1.1.16. SUPERVISES PERSONNEL:
- A2.1.1.1.16.1. SCHEDULES PERSONNEL. Schedules subordinate personnel to meet mission requirement. Reviews leave requests and passes.
  - A2.1.1.1.16.2. COUNSELS PERSONNEL. Counsels subordinate personnel on performance and progress in career development and suggest area(s) for improvement. Takes necessary corrective action required to maintain discipline.
  - A2.1.1.1.16.3. RATES/INDORSES PERFORMANCE. Drafts and finalizes NGB 26, *Department of the Army and Air Force National Guard Bureau ANG Active Duty Performance Rating*. Reviews completed NGB 26 and endorses.
- A2.1.1.2. MONITORS STANDARDIZATION/EVALUATION. Monitors the unit Standardization/Evaluation program and ensures standardization of procedures and compliance with directives are followed.

A2.1.1.3. PROVIDES VISITING UNIT SUPPORT. Assists deploying unit with site survey, scheduling, and coordination. May provide inbrief or outbrief.

A2.1.1.4. PREPARES FOR, CONDUCTS OR ATTENDS MEETING:

A2.1.1.4.1. PREPARES FOR MEETING. Gathers information and organizes reference material necessary to conduct or participate in meeting, briefing, or conference.

A2.1.1.4.2. CONDUCTS OR ATTENDS MEETING:

A2.1.1.4.2.1. ATTENDS UNIT FINANCIAL WORKING GROUP (FWG) MEETING.

A2.1.1.4.2.2. ATTENDS COMMANDER'S STAFF MEETING.

A2.1.1.4.2.3. ATTENDS UNIT TRAINING PLANNING MEETING.

A2.1.1.5. MONITORS EQUIPMENT AND RESOURCE MANAGEMENT:

A2.1.1.5.1. ASSISTS IN BUDGET PREPARATION. Provides guidance and assistance to the Commander in preparation of budget submission including requirement for funds, supplies, personnel, equipment, and/or facilities.

A2.1.1.5.2. MONITORS UNIT EQUIPMENT:

A2.1.1.5.2.1. MONITORS ASSIGNED EQUIPMENT. Monitors assigned equipment for storage, security, and maintenance.

A2.1.1.5.2.2. MONITORS ASSIGNED VEHICLE. Monitors the use of assigned vehicle and ensures proper maintenance is accomplished.

A2.1.1.5.2.3. CONTROLS LOCK AND KEY. Establishes procedure and performs custodian responsibilities for ensuring the proper custody and handling of padlocks, cylinders, and keys.

A2.1.1.6. PERFORMS AS UNIT SPOKESPERSON. Receives inquiries for information concerning unit matters from the media and other agencies. Serves as the unit spokesperson at public events and unit capabilities demonstrations. Coordinates public relations projects.

A2.1.1.7. MONITORS SPECIAL AND RECURRING PROJECT OR PROGRAM DIRECTLY AFFECTING THE UNIT.

A2.1.1.8. PERFORMS TEMPORARY DUTY (TDY) TRAVEL WHILE ON OFFICIAL, JOB-RELATED DUTY.

A2.1.1.9. PERFORMS AS ENLISTED ADVISOR:

A2.1.1.9.1. ADVISES THE CRTC COMMANDER/DEPUTIES.

A2.1.1.9.2. ADVISES THE COMMANDER ON ISSUES RELATED TO THE ENLISTED WORKFORCE. Issues include, but are not limited to, morale, promotions, selections, disciplinary actions, and policies.

A2.1.1.9.3. SUPPORTS BASE-LEVEL JUNIOR ENLISTED PERSONNEL. Helps resolve conflict, elevates issues to the Commander if necessary, utilizes rank and influence to help obtain needed support, and mentoring.

A2.1.1.9.4. REPRESENTS THE COMMANDER AS ADVISOR TO THE BASE/STATE ENLISTED ADVISORY COUNCIL.

A2.1.1.9.5. REPRESENTS THE CRTC COMMANDER ON BASE/STATE BOARD. Boards include, but are not limited to, Airman of the Year, Selection Board for the State Command Chief Master Sergeant, and promotion boards.

A2.1.1.9.6. PREPARES AND PRESENTS BRIEFING AT COMMANDER'S CALL MEETING.

A2.1.1.9.7. COORDINATES AND ATTENDS MEETING WITH THE STATE COMMAND CHIEF MASTER SERGEANT AT STATE HEADQUARTERS ON MATTERS AFFECTING ENLISTED PERSONNEL.

A2.1.2. PERSONNEL:

A2.1.2.1. PERFORMS ADMINISTRATION:

A2.1.2.1.1. MAINTAINS PERSONNEL PUBLICATION FILES:

A2.1.2.1.2. ESTABLISHES REQUIREMENT FOR FUNCTIONAL LIBRARY.

A2.1.2.1.3. ORDERS PUBLICATION.

A2.1.2.1.4. TRACKS STATUS OF ORDER.

A2.1.2.1.5. REVIEWS PUBLICATION FOR DISPOSITION.

A2.1.2.1.6. PERFORMS DISPOSITION OF OBSOLETE MATERIAL.

A2.1.2.2. PROCESSES AF IMT 2096, *CLASSIFICATION/ON-THE-JOB TRAINING ACTION*, FROM NON-PC-III UNIT:

- A2.1.2.2.1. PREPARES FORM.
- A2.1.2.2.2. REVIEWS FOR ACCURACY.
- A2.1.2.2.3. SUSPENSES FORM ACTION.
- A2.1.2.2.4. DETERMINES DISTRIBUTION REQUIREMENTS/DISTRIBUTES FORM.
- A2.1.2.2.5. TRACKS STATUS.
- A2.1.2.2.6. RECEIVES RETURNED FORM WITH COMPLETED ACTION AND REVIEWS.
- A2.1.2.2.7. DISTRIBUTES FORM.
- A2.1.2.3. PROCESSES G-SERIES ORDER. Prepares order for CRTC and tenant.
  - A2.1.2.3.1. RECEIVES TASKING FOR ORDER AND REVIEWS MATERIAL TO BE INCLUDED ON ORDER.
  - A2.1.2.3.2. DRAFTS, REVIEWS, AND EDITS ORDER. Prints final.
  - A2.1.2.3.3. COORDINATES ORDER FOR PROPER SIGNATURES / ANNOTATIONS.
  - A2.1.2.3.4. RECEIVES COMPLETED ORDER AND DISTRIBUTES.
- A2.1.2.4. PROCESSES PERSONNEL RELOCATION, SEPARATION, RETIREMENT, AND PROVIDES CASUALTY ASSISTANCE:
  - A2.1.2.4.1. PROVIDES INFORMATION AND TRAINING:
    - A2.1.2.4.1.1. RECEIVES INQUIRY AND PROVIDES IMMEDIATE RESPONSE.
    - A2.1.2.4.1.2. RECEIVES INQUIRY, RESEARCHES ANSWER, AND PROVIDES RESPONSE.
    - A2.1.2.4.1.3. SCHEDULES FOR APPOINTMENT, REFERS TO OUTSIDE AGENCY, OR PROVIDES INFORMAL TRAINING.
    - A2.1.2.4.1.4. FOLLOWS UP ON SUSPENDED ITEM:
    - A2.1.2.4.1.5. TRACKS SUSPENSE FORM/LETTER.

A2.1.2.4.1.6. SENDS MESSAGE TO AGENCY/OFFICE FOR REQUIRED ACTION.

A2.1.2.4.2. PROVIDES RETIREMENT BRIEFING:

A2.1.2.4.2.1. COORDINATES SCHEDULE WITH MEMBER AND APPROPRIATE OFFICE.

A2.1.2.4.2.2. NOTIFIES MEMBER AND SPOUSE OF APPOINTMENT.

A2.1.2.4.2.3. PREPARES BACKGROUND INFORMATION.

A2.1.2.4.2.4. BRIEFS MEMBER AND SPOUSE.

A2.1.2.4.2.5. PERFORMS SURVIVOR BENEFIT PLAN (SBP) BRIEFING/ACTION:

A2.1.2.4.2.6. SCHEDULES/COORDINATES BRIEFING.

A2.1.2.4.2.6.1. ANSWERS QUESTION CONCERNING PROGRAM.

A2.1.2.4.2.6.2. ASSISTS MEMBER AND SPOUSE IN FILLING OUT FORM.

A2.1.2.4.2.6.3. DISTRIBUTES FORM.

A2.1.2.4.2.6.4. ASSISTS RETIRED CUSTOMER WITH SBP QUESTION.

A2.1.2.4.3. MANAGES SEPARATION/RETIREMENT ACTION:

A2.1.2.4.3.1. RECEIVES/REVIEWS MEMBER'S REQUEST FOR SEPARATION/RETIREMENT.

A2.1.2.4.3.1.1. INTERVIEWS MEMBER ON RELOCATION/SEPARATION/RETIREMENT REQUIREMENTS.

A2.1.2.4.3.1.2. RUNS RETIREMENT PAY ESTIMATE AND PROVIDES COPY TO MEMBER.

A2.1.2.4.3.1.3 BRIEFS MEMBER ON CURRENT POLICY/ELIGIBILITY REQUIREMENTS.

A2.1.2.4.3.1.4. PREPARES/ASSISTS MEMBER IN PREPARING APPROPRIATE REQUEST FORM/LETTER.

A2.1.2.4.3.1.5. FORWARDS DOCUMENTATION FOR COMMANDER'S APPROVAL.

A2.1.2.4.3.1.6. SCHEDULES APPROPRIATE BRIEFING.

A2.1.2.4.3.1.7. PREPARES AND GIVES MEMBER OUT-PROCESSING CHECKLIST.

A2.1.2.4.3.1.8. PREPARES SEPARATION/RETIREMENT ORDER.

A2.1.2.4.3.1.9 CONDUCTS FOLLOW-UP INTERVIEW.

A2.1.2.4.4. PERFORMS APPROPRIATE DEPARTMENT OF DEFENSE (DD) FORM 1172, *APPLICATION FOR UNIFORMED SERVICES IDENTIFICATION CARD/DEFENSE ENROLLMENT ELIGIBILITY REPORTING SYSTEM (DEERS) ENROLLMENT*, ACTION. Retrieves or issues card.

A2.1.2.4.4.1. VALIDATES LEAVE BALANCE.

A2.1.2.4.4.2. PREPARES MILITARY PAY FOLDER AND SCHEDULES APPOINTMENT WITH FINANCE.

A2.1.2.4.4.3. PERFORMS FINAL OUT-PROCESSING BRIEFING.

A2.1.2.4.4.4. FORWARDS APPROPRIATE DOCUMENTATION TO HOST MILITARY PERSONNEL FLIGHT (MPF) FOR UPDATE.

A2.1.2.4.4.5. PERFORMS INVOLUNTARY SEPARATION ACTION:

A2.1.2.4.4.6. RECEIVES/REVIEWS CASE FILE.

A2.1.2.4.4.7. RETRIEVES MEMBER'S IDENTIFICATION (ID) CARD.

A2.1.2.4.4.8. PROCESSES DISAPPROVED SEPARATION/RETIREMENT REQUEST:

A2.1.2.4.4.8.1. COUNSELS MEMBER ON PROCEDURES TO REAPPLY.

A2.1.2.4.4.8.2. FILES COPY OF DISAPPROVED APPLICATION.

A2.1.2.4.4.8.3. NOTIFIES COMMANDER.

A2.1.2.4.5. PROVIDES CASUALTY ASSISTANCE. Maintains Casualty Affairs knowledge and provides assistance as required.

A2.1.2.4.5.1. MANAGES PERSONNEL EMPLOYMENT ACTIONS:

A2.1.2.4.5.2 PROVIDES INFORMATION:

A2.1.2.4.5.3. RECEIVES INQUIRY.

A2.1.2.4.5.4. RESPONDS IMMEDIATELY OR RESEARCHES AND THEN RESPONDS.

A2.1.2.5. PROVIDES INSTRUCTIONS, SCHEDULES APPOINTMENT, NOTIFIES APPROPRIATE WORK CENTER AND PREPARES DOCUMENTATION. Prepares documentation for actions concerning enlisted AFSC disqualification, enlisted selective retraining, enlisted voluntary retraining, officer AFSC classification update, officer and enlisted specialty identifier codes/updates, officer and enlisted indirect AFSC conversion, and AFSC retraining waivers. Prepares and forwards appropriate documentation for action.

A2.1.2.5.1. MANAGES PC-III ACTION:

A2.1.2.5.1.1. SCHEDULES/CONDUCTS PC-III TRAINING WHEN NECESSARY.

A2.1.2.5.1.1.1 RECEIVES/REVIEWS DATA FROM PC-III.

A2.1.2.5.1.1.2. PERFORMS UPDATE WHEN REQUIRED.

A2.1.2.5.2. SELECTS AND RETRIEVES RIP FROM SYSTEM FOR PERSONNEL ACTION.

A2.1.2.5.2.1. MONITORS UNIT STRENGTH AND PERSONNEL INFORMATION:

A2.1.2.5.2.2. REQUESTS ROSTER OR RECEIVES GAIN/LOSS INFORMATION.

A2.1.2.5.2.3. PREPARES END-OF-MONTH REPORT FROM COLLECTED DATA.

A2.1.2.5.2.4. FILES REPORT.

A2.1.2.5.2.5. DISTRIBUTES REPORT TO APPROPRIATE OFFICE.

A2.1.2.6. PERFORMS AS UNIT DEPLOYMENT MANAGER.

A2.1.2.6.1. RECOVERS OFFICIAL PASSPORT:

A2.1.2.6.2. RECEIVES/REVIEWS ROSTER TO RECOVER PASSPORT.

A2.1.2.6.3. NOTIFIES INDIVIDUAL OF REQUIREMENT TO TURN-IN OFFICIAL PASSPORT.

A2.1.2.6.4. RECEIVES PASSPORT FROM INDIVIDUAL. Forwards passport to appropriate office.

A2.1.2.7. IN-PROCESSES INDIVIDUAL (PERMANENT CHANGE OF STATION (PCS)/UNIT REASSIGNMENT):

A2.1.2.7.1. REVIEWS AND DISTRIBUTES UNIT PERSONNEL RECORD GROUP (UPRG).

A2.1.2.7.2. INTERVIEWS INDIVIDUAL FOR PERSONAL DATA AND OTHER IMPORTANT INFORMATION.

A2.1.2.7.3. PERFORMS APPOINTMENT/ENLISTMENT/REENLISTMENT/EXTENSION OF ENLISTMENT ACTION AS NECESSARY.

A2.1.2.7.4. PREPARES MILITARY PAY DATA FOLDER FOR PAY PROCESSING.

A2.1.2.7.5. REQUESTS ACTIVE GUARD/RESERVE (AGR) TOUR ORDER.

A2.1.2.7.6. MAKES DISTRIBUTION OF AGR TOUR ORDER.

A2.1.2.7.7. PREPARES DD FORM 1172 FOR MEMBER AND DEPENDENT.

A2.1.2.7.8. DISTRIBUTES APPOINTMENT/ENLISTMENT/REENLISTMENT/EXTENSION OF ENLISTMENT DOCUMENTATION TO APPROPRIATE AGENCY.

A2.1.2.7.9. SCHEDULES MEMBER FOR MILITARY PAY PROCESSING THROUGH HOST BASE.

A2.1.2.7.10. CREATES AND FILES GEOGRAPHICALLY SEPARATED UNIT (GSU) FOLDER.

A2.1.2.7.11. PROVIDES MEMBER IN-PROCESSING CHECKLIST.

A2.1.2.8. MANAGES UNIT MANNING DOCUMENT:

A2.1.2.8.1. RECEIVES UNIT MANNING DOCUMENT FROM HOST MPF AND NGB. Reviews documents for accuracy.



A2.1.2.8.1.1.. PREPARES CORRECTIVE ACTION DOCUMENTATION WHEN REQUIRED.

A2.1.2.8.1.2. OBTAINS COMMANDER SIGNATURE/APPROVAL ON DOCUMENTATION.

A2.1.2.8.1.3.. FORWARDS DOCUMENTATION TO APPROPRIATE AGENCY FOR CORRECTION.

A2.1.2.8.1.4. FILES DOCUMENTATION.

A2.1.2.8.2. MANAGES FULL-TIME VACANCY POSITION HIRE:

A2.1.2.8.2.1. COORDINATES WITH DIRECTORATE WHERE VACANCY EXISTS.

A2.1.2.8.2.2. COORDINATES WITH COMMANDER/DIRECTORATE TO ANNOUNCE ON-BASE FOR VOLUNTARY REASSIGNMENT ACTION.

A2.1.2.8.2.3. PREPARES ANNOUNCEMENT AND DISTRIBUTES.

A2.1.2.8.2.4. PREPARES FOLDER WITH ANNOUNCEMENT AND INTERVIEW QUESTIONS. Prepares selection board appraisal documentation and distributes to appropriate board member.

A2.1.2.8.2.5. PREPARES PAPERWORK FOR REASSIGNMENT ACTION OF ON-BOARD INDIVIDUAL, OR IF NO SELECTION IS MADE, TO ANNOUNCE POSITION STATEWIDE.

A2.1.2.8.2.6. FORWARDS REQUEST FOR PERSONNEL ACTION TO HUMAN RESOURCES OFFICE (HRO) TO ANNOUNCE POSITION STATEWIDE.

A2.1.2.8.2.6.1. SUSPENSES ANNOUNCEMENT.

A2.1.2.8.2.6.2. RECEIVES APPLICATION PACKAGE FROM HRO. Briefs/monitors Equal Employment Opportunity issues to supervisor.

A2.1.2.8.2.6.3. COORDINATES WITH DIRECTORATE HAVING VACANT POSITION FOR INTERVIEW PROCESS.

A2.1.2.8.2.6.4. PREPARES AND FORWARDS MEMORANDUM TO EACH APPLICANT FOR INTERVIEW APPOINTMENT.

A2.1.2.8.2.6.5. RECEIVES PACKAGE FROM SELECTION BOARD AND COPIES SELECTEE'S PACKAGE.

A2.1.2.8.2.6.6. FORWARDS PACKAGE TO HEADQUARTERS/HRO FOR APPROVAL OF SELECTEE.

A2.1.2.8.2.6.7. RECEIVES NOTIFICATION OF APPROVAL/DISAPPROVAL.

A2.1.2.8.2.6.8. NOTIFIES COMMANDER/DIRECTORATE.

A2.1.2.8.2.6.9. SCHEDULES SELECTEE FOR APPOINTMENT/ENLISTMENT/REENLISTMENT PROCESSING.

A2.1.2.8.2.6.10. FILES FINAL SELECTION FILE.

A2.1.2.8.3. MANAGES PROMOTION PROGRAM FOR OFFICERS:

A2.1.2.8.3.1. RECEIVES/REVIEWS PROMOTION ELIGIBILITY LISTING FROM HOST MPF.

A2.1.2.8.3.2. FORWARDS COPY TO COMMANDER.

A2.1.2.8.3.3. SUSPENSES LISTING FOR ELIGIBILITY DATE.

A2.1.2.8.3.4. COORDINATES WITH COMMANDER AND HRO FOR CONTROL GRADE.

A2.1.2.8.3.5. PREPARES OFFICER PROMOTION RECOMMENDATION FORM WHEN NOTIFIED BY COMMANDER.

A2.1.2.8.3.6. FORWARDS TO HOST MPF/HEADQUARTERS FOR APPROVAL OF BOARD.

A2.1.2.8.3.7. PREPARES DOCUMENTATION FOR BOARD ACTION.

A2.1.2.8.3.8. SETS UP PROMOTION BOARD.

A2.1.2.8.3.9. FORWARDS COMPLETED FORM TO HOST MPF/HEADQUARTERS.

A2.1.2.8.3.10. RECEIVES PROMOTION ORDER FROM HEADQUARTERS.

A2.1.2.8.3.11. DISTRIBUTES PROMOTION ORDER.

A2.1.2.8.3.12. FILES COPY OF ORDER IN GSU FOLDER.

A2.1.2.8.4. MANAGES ENLISTED PROMOTION PROGRAM:

A2.1.2.8.4.1. REQUESTS/RECEIVES ELIGIBILITY ROSTER FROM HOST MPF/PC-III.

A2.1.2.8.4.1.1. NOTIFIES SUPERVISOR OF INDIVIDUAL ELIGIBILITY AND REQUIREMENTS.

A2.1.2.8.4.1.2. PREPARES PROMOTION REQUEST FORM AND FORWARDS TO APPROPRIATE OFFICES FOR PREAPPROVAL RESPONSE.

A2.1.2.8.4.1.3. COORDINATES WITH FIRST SERGEANT FOR PROMOTION BOARD ACTION.

A2.1.2.8.4.2.. RECEIVES PROMOTION ORDER (E7 AND ABOVE) OR COMPLETED AF IMT 2096 FROM HOST MPF AND FORWARDS COPY OF ORDER/AF IMT 2096 TO MEMBER, COMMANDER, AND MILITARY PAY.

A2.1.2.8.4.3. FILES COPY OF ORDER/AF IMT 2096 IN GSU FOLDER.

A2.1.2.8.4.4. MANAGES SELECTIVE RETENTION PROGRAM. Reviews roster and sequence of events. Schedules briefing, manages roster, and NGB 27, *State ANG Selective Retention Recommendation*.

A2.1.2.8.5. MANAGES CAREER ENHANCEMENT PROGRAM:

A2.1.2.8.5.1. MANAGES ENLISTED PERFORMANCE REPORT (EPR) PROGRAM:

A2.1.2.8.5.1.1. CREATES AND MAINTAINS EPR ROSTER.

A2.1.2.8.5.1.2. FORWARDS COPY TO COMMANDER FOR REVIEW/INFORMATION.

A2.1.2.8.6. REQUESTS/RECEIVES PC-III NOTIFICATION OF EPR DUE (60 DAYS PRIOR TO CLOSE-OUT DATE).

A2.1.2.8.6.1. PREPARES COVER LETTER, ATTACHES NOTIFICATION, AND FORWARDS TO FIRST-LEVEL SUPERVISOR.

A2.1.2.8.6.2. RECEIVES DRAFT OF NGB 26 FROM SUPERVISOR.

A2.1.2.8.6.3. MAKES CORRECTIONS AND PREPARES DRAFT OF EPR IN FINAL PRINT.

A2.1.2.8.6.4. RETURNS TO SUPERVISOR FOR SIGNATURE.

A2.1.2.8.6.5. SUSPENSES FOR DISTRIBUTION TO MEMBER, SUPERVISOR, AND HOST MPF.

A2.1.2.8.6.6. PERFORMS FOLLOW-UP ACTION ON OVERDUE EPR.

A2.1.2.8.6.7. FILES COPY OF NGB 26 IN GSU FOLDER.

A2.1.2.8.7. MANAGES OFFICER PERFORMANCE REPORT (OPR) PROGRAM:

A2.1.2.8.7.1. CREATES/MAINTAINS OPR ROSTER.

A2.1.2.8.7.1.1. FORWARDS COPY OF ROSTER TO COMMANDER FOR REVIEW/INFORMATION.

A2.1.2.8.7.1.2. REQUESTS/RECEIVES NOTIFICATION FROM PC-III.

A2.1.2.8.7.1.3. PREPARES COVER LETTER, ATTACHES NOTIFICATION, AND FORWARDS TO RATER.

A2.1.2.8.7.1.4. RECEIVES/REVIEWS DRAFT FROM RATER.

A2.1.2.8.7.1.5. MAKES CORRECTION AND PREPARES OPR IN FINAL PRINT.

A2.1.2.8.7.1.6. RETURNS TO SUPERVISOR FOR SIGNATURE.

A2.1.2.8.7.1.7. SUSPENSES FOR DISTRIBUTION TO MEMBER, RATER, AND HOST MPF.

A2.1.2.8.7.1.8. PERFORMS FOLLOW-UP ACTION ON OVERDUE OPR.

A2.1.2.8.7.1.9. FILES COPY OF AF IMT 707A, *FIELD GRADE OFFICER PERFORMANCE EVALUATION REPORT*/AF IMT 707B, *COMPANY GRADE OFFICER PERFORMANCE EVALUATION REPORT*, IN GSU FOLDER.

A2.1.2.8.7.2.1. PROCESSES CHANGE OF REPORTING OFFICIAL (CRO):

A2.1.2.8.7.2.1.1. RECEIVES NOTIFICATION OF CRO AND REVIEWS RECORD.

A2.1.2.8.7.2.1.2. FORWARDS CRO TO HOST MPF FOR UPDATE.

A2.1.2.8.7.2.1.3. DISTRIBUTES REPORTING OFFICIAL ROSTER TO SUPERVISORS.

A2.1.2.9. PERFORMS DECORATION ACTION FOR (PCS) / SEPARATION / RETIREMENT / ACHIEVEMENT/ MERITORIOUS SERVICE:

A2.1.2.9.1. RECEIVES/REVIEWS DECORATION SUBMISSION.

A2.1.2.9.1.1. RETURNS TO SUBMITTER IF INCOMPLETE/INCORRECT.

A2.1.2.9.1.2. PREPARES SUBMISSION FOR REVIEW BY BOARD / APPROVAL AUTHORITY.

A2.1.2.9.1.3. COORDINATES BOARD AND DISTRIBUTES SUBMISSION.

A2.1.2.9.1.4. NOTIFIES UNIT IF DISAPPROVED.

A2.1.2.9.1.5. NOTIFIES UNIT IF APPROVED.

A2.1.2.9.2. PREPARES EMBOSSED CITATION/CERTIFICATE IF APPLICABLE.

A2.1.2.9.3. PREPARES, REPRODUCES, DISTRIBUTES, AND FILES G-SERIES ORDER. Prepares, distributes, and files elements.

A2.1.2.10. PERFORMS OTHER OFFICIAL AWARD ACTION:

A2.1.2.10.1. RECEIVES/REVIEWS NOTIFICATION.

A2.1.2.10.2. ADVERTISES AWARD AND SUSPENSES.

A2.1.2.10.3. RECEIVES/REVIEWS SUBMISSION.

A2.1.2.10.4. RETURNS TO ORIGINATOR IF INCOMPLETE/INCORRECT.

A2.1.2.10.5. SUBMITS PACKAGE TO APPROVAL AUTHORITY.

A2.1.2.10.6. FORWARDS APPROVED AWARD TO HOST MPF FOR UPDATE/FILE IN UPRG.

A2.1.2.11. PERFORMS SPECIAL AWARD OR TROPHY ACTION:

A2.1.2.11.1. RECEIVES/REVIEWS ANNOUNCEMENT.

A2.1.2.11.2. ADVERTISES AND SUSPENSES.

A2.1.2.11.3. RECEIVES/REVIEWS SUBMISSION.

- A2.1.2.11.4. RETURNS TO ORIGINATOR IF INCOMPLETE/INCORRECT.
- A2.1.2.11.5. DISTRIBUTES SUBMISSION.
- A2.1.2.11.6. FOLLOWS UP ON SUBMISSION.
- A2.1.2.11.7. RECEIVES RESULT/NOTIFIES INDIVIDUAL CONCERNED.
- A2.1.2.11.8. RESEARCHES AWARD/DECORATION DISCREPANCY:
- A2.1.2.11.9. RESEARCHES WHEN NOTIFIED OF DISCREPANCY BY MEMBER.
- A2.1.2.11.10. VERIFIES SOURCE DOCUMENTATION.
- A2.1.2.11.11. FILES COPY IN GSU FOLDER.
- A2.1.2.11.12. NOTIFIES HOST MPF AND PROVIDES SUPPORTING DOCUMENTATION FOR UPDATE BY MPF.
- A2.1.2.12. MAINTAINS STOCK OF ELEMENTS:
  - A2.1.2.12.1. DETERMINES REQUIREMENT.
  - A2.1.2.12.2. REQUISITIONS MATERIALS. Follows up on requisition.
  - A2.1.2.12.3. RECEIVES/STOCKS MATERIALS.
- A2.1.2.13. PREPARES RETENTION/REENLISTMENT RECOMMENDATION:
  - A2.1.2.13.1. GATHERS/COMPILES MONTHLY STATISTICS.
  - A2.1.2.13.2. PREPARES RETENTION/REENLISTMENT RECOMMENDATION MEMORANDUM FOR FIRST LEVEL SUPERVISOR WITH INDORSEMENTS THROUGH COMMANDER.
  - A2.1.2.13.3. RECEIVES/REVIEWS MEMORANDUM FROM COMMANDER.
  - A2.1.2.13.4. SUSPENSES FOR RETENTION/REENLISTMENT ACTION.
- A2.1.3. PROVIDES CUSTOMER SERVICE:
  - A2.1.3.1. PROCESSES ACTIVE, GUARD, RESERVE, RETIRED, DISABLED VETERAN, AND DEPENDENT ID CARD REQUEST. Requests include ID cards for all branches of the military: Army, Navy, Air Force, Coast Guard, and Marines.

A2.1.3.1.1. SCHEDULES APPOINTMENT.

A2.1.3.1.2. RECEIVES REQUEST FOR ID CARD. Reviews source document and pulls/reviews GSU record.

A2.1.3.1.3. PREPARES DD FORM 1172. Compiles, tracks, and forwards DD Form 1172.

A2.1.3.1.4. ADVISES MEMBER AND/OR DEPENDENT OF NECESSARY DOCUMENTATION NEEDED FOR DEERS RECORD UPDATE.

A2.1.3.1.4.1. UPDATES DEERS RECORD.

A2.1.3.1.4.2. ISSUES ID CARD.

A2.1.3.1.4.3. ADVISES MEMBER/DEPENDENTS OF DIRECTIONS AND ID CARD ISSUE TIMES IF HOST ISSUES CARD.

A2.1.3.2. PROCESSES DD FORM 93, *RECORD OF EMERGENCY DATA*; SGLV FORM 8286, *SERVICEMAN'S GROUP LIFE INSURANCE/ELECTION*; AND SGLV FORM 8286A, *SGLI FAMILY COVERAGE*:

A2.1.3.2.1. RECEIVES REQUIREMENT/REQUEST TO PROCESS FORM. Reviews/researches/verifies material for form.

A2.1.3.2.2. EDITS, FILLS OUT, AND TYPES FORM.

A2.1.3.2.3. REVIEWS FORM WITH MEMBER AND ENSURES MEMBER SIGNS FORM. Distributes form to MPF for update.

A2.1.3.2.4. FILES FORM IN GSU FOLDER.

A2.1.3.2.5. MAINTAINS GSU PERSONNEL RECORDS:

A2.1.3.2.5.1. CREATES GSU RECORD UPON ENLISTMENT/APPOINTMENT/TRANSFER.

A2.1.3.2.5.2. MAINTAINS ACCOUNTABILITY/SAFEGUARDS RECORD.

A2.1.3.2.5.3. FILES NEW/RETURNED INFORMATION IN GSU FOLDER.

A2.1.3.3. PROCESSES RECURRING/SPECIAL INFORMATION NOTIFICATION:

A2.1.3.3.1. RECEIVES/REVIEWS INFORMATION.

A2.1.3.3.2. PRODUCES PRODUCT TO DISSEMINATE INFORMATION.

A2.1.3.3.3. DISTRIBUTES PRODUCT. Performs disposition of disseminated product.

A2.1.3.4. PERFORMS MARRIAGE/DIVORCE PERSONNEL ACTION:

A2.1.3.4.1. VERIFIES SOURCE DOCUMENTATION.

A2.1.3.4.2. PREPARES NECESSARY FORM TO UPDATE RECORDS (DD FORM 93, SGLV 8286, DD FORM 1172, ETC.).

A2.1.3.4.3.. PREPARES MILITARY PAY FORM FOR DEPENDENT BASIC ALLOWANCE FOR HOUSING AND TAXES.

A2.1.3.4.4. FORWARDS DOCUMENTATION TO APPROPRIATE AGENCY.

A2.1.3.4.5. SUSPENSES AND FILE COPIES.

A2.1.3.5. PROCESSES NAME CHANGE REQUEST:

A2.1.3.5.1.1. RECEIVES/REVIEWS REQUEST AND SOURCE DOCUMENT.

A2.1.3.5.1.2. PREPARES NECESSARY FORM TO ACCOMPLISH REQUEST.

A2.1.3.5.1.3. FILES COPY IN GSU FOLDER.

A2.1.3.5.1.4. FORWARDS ORIGINAL TO HOST MPF FOR UPDATE.

A2.1.3.5.1.5. SUSPENSES APPROVAL ACTION.

A2.1.3.5.1.6. DISTRIBUTES APPROVAL NOTIFICATION.

A2.1.3.6. PROCESSES DEPENDENT DENTAL PLAN/TRICARE ENROLLMENT:

A2.1.3.6.1. RECEIVES/REVIEWS REQUEST.

A2.1.3.6.1.1. PROVIDES MEMBER WITH ENROLLMENT FORM/INFORMATION.

A2.1.3.6.1.2. FORWARDS MEMBER INFORMATION TO LOCAL TRICARE OFFICE.

A2.1.3.6.2. MAINTAINS UNIT LEAVE LOG:

A2.1.3.6.2.1. ISSUES LEAVE NUMBER UPON REQUEST FROM SUPERVISOR.



A2.1.3.6.2.2. RECEIVES/REVIEWS AF IMT 988, PART 1, *LEAVE REQUEST / AUTHORIZATION*.

A2.1.3.6.2.3. VERIFIES ENTRY IN LEAVE LOG.

A2.1.3.6.2.4. FORWARDS PART 1 TO MILITARY PAY FOR PROCESSING.

A2.1.3.6.2.5. SUSPENSES FOR RETURN OF PART 3.

A2.1.3.6.2.6. MAKES APPROPRIATE ENTRY IN LEAVE LOG FROM TRANSACTION REGISTER.

A2.1.3.6.2.7. MONITORS LEAVE BALANCES.

A2.1.3.6.2.8. PREPARES/DISTRIBUTES USE/LOSE LEAVE BALANCE LISTING FOR COMMANDER.

A2.1.3.6.3 PROVIDES INFORMATION REGARDING THRIFT SAVINGS PLAN AND OPEN SEASON.

A2.1.4. BASE INFORMATION MANAGEMENT:

A2.1.4.1 MANAGES ADMINISTRATION:

A2.1.4.1.1. MANAGES ADMINISTRATIVE COMMUNICATION:

A2.1.4.1.1.1. PERFORMS QUALITY CONTROL ON OUTGOING CORRESPONDENCE. Checks correspondence for proper format, grammar, typographical errors, and conformance with policies and instructions. Performs tasks as narrative message releaser and facsimile (FAX) monitor and releaser.

A2.1.4.1.1.2. PROCESSES INCOMING CORRESPONDENCE. Receives and reviews incoming correspondence for routing, suspense and/or action.

A2.1.4.2. PROVIDES GUIDANCE AND TRAINING TO BASE POPULACE ON ADMINISTRATIVE CORRESPONDENCE.

A2.1.4.2.1. TYPES COMMUNICATION. Obtains and assembles material, types draft, separates copies, collates material, fastens material, proof reads material, releases to originator along with draft, receives material for final type, types final and maintains copy of document in official files when required.

A2.1.4.2.1.1. TYPES LETTER OR FORM.

A2.1.4.2.1.2. TYPES REPORT.

A2.1.4.2.1.3. TYPES EPR.

A2.1.4.2.2. OPERATES OFFICE EQUIPMENT. Operates office equipment to meet the task requirements in the Base Information Management section.

A2.1.4.2.3. RECEIVES OFFICIAL VISITOR OR CUSTOMER. Receives official visitor or customer, answers inquiry, and assists as required to facilitate the accomplishment of their requirement.

A2.1.4.2.4. DISPOSES OF "FOR OFFICIAL USE ONLY" MATERIAL IN ACCORDANCE WITH (IAW) DIRECTIVE.

A2.1.4.3. MANAGES PUBLICATIONS AND FORMS PROGRAM:

A2.1.4.3.1. MANAGES PUBLICATIONS PROGRAM. Develops and coordinates standard publication.

A2.1.4.3.1.1. ASSISTS OPR IN WRITING PUBLICATION. Edits, formats, numbers, and approves standard publication. Publishes paper or electronic version.

A2.1.4.3.1.2. CONDUCTS PUBLICATION REVIEW PROCESS. Reviews draft manuscript of publication to ensure the proposed publication does not conflict with higher headquarters instructions, policies and procedures, or record management directives. Certifies the need for the publication, to include currency of information and propriety of content. Ensures proper coordination prior to approval by Commander and actual publication.

A2.1.4.3.1.3. MAINTAINS LOCAL INDEX AND NOTIFIES CUSTOMER OF NEW/REVISED PUBLICATION. Notifies OPR via e-mail, correspondence, or FAX to advise of official publication.

A2.1.4.3.1.4. TRANSFERS PUBLICATION TO NETWORK SERVER AFTER REVISION/PUBLICATION IS COMPLETED. Publishes and posts approved publication to Web Page and Local Area Network (LAN) server.

A2.1.4.3.1.5. MANAGES RECORD SET OF EACH LOCALLY DEVELOPED PUBLICATION. Maintains original record set in file and disposes of when necessary. Coordinates local reproduction request.

A2.1.4.3.1.6. ENSURES OPR PERFORMS MANDATORY REVIEW OF PUBLICATION. Ensures OPR reviews publication at least once every two years for changes, revision and/or currency.

A2.1.4.3.1.7. MAINTAINS OPERATING INSTRUCTION (OI). Maintains an original copy of the OI. Monitors annual review of each OI and ensures completion by the OPR on OI anniversary date.

A2.1.4.3.1.8. POSTS NEW, REVISED, OR CHANGED PUBLICATION TO THE INTRANET PUBLICATIONS SITE. Reviews the Air Force Electronic Publications Library for new, changed, or obsolete publications. Posts change to intranet.

A2.1.4.3.1.9. INVENTORIES FUNCTIONAL PUBLICATION LIBRARY AND INDIVIDUAL PUBLICATION SET. Spot checks Publication Library and individual set.

A2.1.4.3.1.10. MAINTAINS PRESCRIBED RECORDS. Keeps prescribed records, including accountability records for classified publications and accountable forms. Ensures required documentation to support receipts, issues, inventories, destructions, and records retention requirements are available.

A2.1.4.3.1.11. ENSURES SECTION LEVEL AF IMT 1846, *REQUEST FOR AND RECORD OF CUSTOMER ACCOUNT REPRESENTATIVE DESIGNATION*, IS SUBMITTED. Ensures sections requiring safeguarded or accountable forms have completed an AF IMT 1846 and forwarded to the Base IM.

A2.1.4.3.1.12. SUBMITS BASE-LEVEL AF IMT 1846. Ensures AF IMT 1846 is submitted to Electronic Transaction System (ETS) for assignment of account to order safeguarded and accountable publications. Updates as required. Maintains approved AF IMT 1846 in Base IM files.

A2.1.4.3.2. MANAGES THE FORMS PROGRAM. Directs the Forms Management Program to accomplish program objectives and mission.

A2.1.4.3.2.1. REVIEWS PROPOSED FORM. Reviews to ensure form is in compliance with records management directives, is not a duplicate, and will increase the efficiency of data collection. Ensures form provides maximum effectiveness to the management, administration and operation of the mission. Ensures OPR has prescribing directive/instruction to support the creation of a form.

A2.1.4.3.2.1.1. ASSIGNS FORM NUMBER. Assigns form number according to standards established by the Air Force Departmental Publishing Office (AFDPO).

A2.1.4.3.2.1.2. ELECTRONICALLY DESIGNS OFFICIAL FORM/ASSISTS OPR IN DESIGNING LOCAL FORM. Designs approved

form into an electronic format using Department of Defense (DoD), AF, and ANG approved form design software.

A2.1.4.3.2.1.3. COORDINATES ON PUBLICATION AND FORM FOR PRIVACY ACT MATERIAL. Ensures the Privacy Act Statement is on form collecting Privacy Act Information.

A2.1.4.3.2.1.4. ANALYZES AND APPROVES/DISAPPROVES DESIGN AND MAKES AVAILABLE ELECTRONICALLY. Ensures coordination of each form is completed prior to approval by Commander. Posts form on intranet. Notifies OPR via e-mail, correspondence, or FAX of publication.

A2.1.4.3.2.1.5. ESTABLISHES AND MAINTAINS A RECORD SET FOR EACH LOCALLY-DEVELOPED FORM. Coordinates local reproduction request.

A2.1.4.3.2.1.6. ENSURES ONLY APPROVED FORMS ARE USED AND DISTRIBUTED.

A2.1.4.3.2.1.7. CONDUCTS FORMS REVIEW/REVISION.

A2.1.4.3.2.1.8. MAINTAINS LOCAL INDEX AND NOTIFIES CUSTOMER OF NEW/REVISED FORM.

A2.1.4.3.2.1.9. PROVIDES USER TRAINING. Trains users on appropriate form software application use.

A2.1.4.3.2.2. PROCESSES PUBLICATION AND FORM ORDER:

A2.1.4.3.2.2.1. IDENTIFIES, RETRIEVES, AND MAKES ELECTRONIC PUBLICATION AVAILABLE TO CUSTOMER. When publication/IMT is not available on AF e-Publishing makes electronic publication/IMT available to customer.

A2.1.4.3.2.2.2. DISTRIBUTES PUBLICATION/IMT.

A2.1.4.3.2.2.3. COORDINATES WITH HIGHER HEADQUARTERS (HHQ) AND CENTRAL DISTRIBUTION FACILITY, AND FOLLOWS-UP ON BACK ORDER.

A2.1.4.3.3. TRAINS PERSONNEL IN THE ETS. Trains newly assigned Customer Account Representative (CAR) and conducts annual training session for all CARs.

A2.1.4.3.4. PERFORMS STAFF ASSISTANCE VISIT.

A2.1.4.3.5. PERFORMS INVENTORY AND INSPECTION OF ACCOUNTABLE FORM:

A2.1.4.3.5.1. INVENTORIES ACCOUNTABLE FORM. Arranges for a person from outside the IM function to conduct inventory of accountable forms every six months and when a new Chief of Information Management takes over.

A2.1.4.3.5.2. PERFORMS CHECK OF ACCOUNTABLE FORM. Makes special check of operations pertaining to accountable forms to be sure records are maintained correctly, required controls are exercised, and forms and classified material are properly safeguarded.

A2.1.4.3.6. ADMINISTERS RECORDS MANAGEMENT PROGRAM.  
Administers records management and life-cycle program.

A2.1.4.3.6.1. PERFORMS RECORDS MANAGEMENT. Maintains, services and disposes of the office records for which responsible.

A2.1.4.3.6.1.1. ESTABLISHES FILE. Prepares and maintains a file plan, folder, guide card, and label.

A2.1.4.3.6.1.2. FILES RECORD. Files record when action is complete, marks file designation, and retrieves record from the file on request.

A2.1.4.3.6.1.3. MAINTAINS SUSPENSE FILE. Determines need for suspense, assigns suspense, posts to file, reviews document/file for compliance with suspense, contacts individual(s) on suspense for compliance, and annotates file at completion of action. Forwards compliance information.

A2.1.4.3.6.1.4. CROSS-REFERENCES DOCUMENT WHEN LOCATED ELSEWHERE.

A2.1.4.3.6.1.5. DISPOSES OF RECORD. Disposes of record IAW appropriate regulations. Implements the records maintenance, use and disposition policies and procedures for records maintained.

A2.1.4.3.6.1.6. ADJUSTS OFFICE RECORDS PRACTICE. Adjusts office records maintenance practices to provide accurate and effective reference service to users of records.

A2.1.4.3.6.1.7. CONSULTS WITH CHIEF, OFFICE OF RECORD (COR)/FUNCTIONAL AREA RECORDS MANAGER (FARM). Consults with the COR, and when necessary with the FARM, on problems affecting creating, maintaining, using and disposing of records.

A2.1.4.3.6.1.8. PERFORMS RECORDS TRANSMITTAL AND RECEIPT. Types and submits SF 135, *Records Transmittal and Receipt*, for acceptance of records.

A2.1.4.3.7. MAINTAINS CLASSIFIED MATERIAL:

A2.1.4.3.7.1. RECEIPTS FOR AND CONTROLS CLASSIFIED MATERIAL. Prepares AF IMT 310, *Document Receipt and Distribution Certificate*; routes; files; and removes classified material for referral.

A2.1.4.3.7.2. SAFEGUARDS CLASSIFIED MATERIAL. Performs safe check, security check, and selects/changes safe combination.

A2.1.4.3.7.3. INVENTORIES CLASSIFIED MATERIAL. Screens file, reviews retention criteria, and removes obsolete or unnecessary material.

A2.1.4.3.7.4. DESTROYS CLASSIFIED MATERIAL. Destroys classified material and annotates AF IMT 310 indicating of destruction material.

A2.1.4.4.. MONITORS IM/COMMANDER'S (CC's) SECURITY PROGRAM. Functions as office of primary responsibility for program. Appointed as "Classified Storage Container Custodian" for both the IM and CC work centers.

A2.1.4.4.1. PERFORMS AS BASE RECORDS MANAGER (RM). Performs as Chief of the Records function. Ensures responsibility of the Records Management Program is in accordance with current and applicable instructions.

A2.1.4.4.2. PROVIDES ASSISTANCE TO THE FARM, COR, AND RECORDS CUSTODIAN (RC). Provides assistance in following all instructions and publications. Serves as the point of contact (POC) for RM and monitors the records management program of the function. Guides and assists CORs and RCs in maintaining and disposing of records and preparing files maintenance and disposition plans.

A2.1.4.4.2.1. IMPLEMENTS/INSTALLS RIMS.

A2.1.4.4.2.2. SCHEDULES TRAINING. Schedules training for personnel who maintain and dispose of records with the RM.

A2.1.4.4.2.3. PROVIDES RECORDS MANAGEMENT TRAINING. Trains FARM, COR, and RC in duties, responsibilities, use of publications, and RIMS. Trains personnel on the requirement to identify personal papers and the requirement to maintain them separately from official records.

A2.1.4.4.2.4. RESEARCHES AND APPROVES FILE PLAN. Assists customer. Coordinates with HHQ for guidance. Processes, reviews and approves file plans and ensures FARM, COR, and RC follow approval process.

A2.1.4.4.2.5. CONDUCTS STAFF ASSISTANCE VISIT (SAV). Performs SAV at least once every 24 months and follows up with COR on corrective actions for discrepancies noted during visit. Surveys/inspects office files ensuring compliance with written directives.

A2.1.4.4.2.6. ASSISTS IN RETIREMENT OF RECORDS. Assists COR and RC in the prompt retirement of eligible records and maintains accountability of retired records.

A2.1.4.4.2.7. PROVIDES GUIDANCE ON ELECTRONIC RECORDS KEEPING PROGRAM. Provides guidance and training on electronic record keeping/document imaging system and storage. Maintains electronic record.

A2.1.4.4.2.8. MANAGES STAGING AREA. Manages the staging area for the temporary storage of records pending destruction or transfer to a Federal Records Center (FRC).

A2.1.4.4.2.9. ENSURES PAPERWORK IS PROPERLY COMPLETED AND DISPOSITION INSTRUCTION IS INCLUDED IN FILE BOX.

A2.1.4.4.2.10. REMOVES AND DESTROYS ELIGIBLE RECORD. Destroys and/or transfers all records to FRC per applicable instructions. Destroys classified records in accordance with instructions and guidelines.

A2.1.4.4.2.11. ACTS AS APPROVING AUTHORITY FOR EXTENSION OF RETENTION. Approves the extension of retention period for records needed longer than the disposition instructions. Approves the retention of small volumes of records of two to eight year retention in current files area until eligible for destruction or retirement.

A2.1.4.4.2.12 PREPARES RECORD FOR SHIPMENT. Prepares record for shipment to FRC to include proper packaging, marking, sealing and handling.

A2.1.4.4.2.13. INVENTORIES RECORDS TRANSMITTAL AND RECEIPT. Inventories records for accuracy based on SF 135 submitted by COR. Completes acceptance of record. Signs SF 135 for acceptance of records and makes copy for official records. Forwards original back to COR. Uses WebRIMS to place and retrieve staging area records in WebRIMS database.

A2.1.4.4.2.14. SUPERVISES STAGING AREA. Restricts amount of time personnel spend in staging area to the minimum necessary to search and retrieve and/or dispose of records.

A2.1.4.4.2.15. COMPLETES/MAINTAINS CHARGE-OUT RECORD. Completes and maintains Charge-Out Record to track loaned, classified, and unclassified material.

A2.1.4.4.2.16. PERFORMS ANNUAL REVIEW OF STAGING AREA RECORDS. Reviews all SF 135's on file before end of each fiscal and/or calendar year for records ready for disposition.

A2.1.4.5. PERFORMS EQUIPMENT ACQUISITION:

A2.1.4.5.1. DETERMINES NEED AND AUTHORIZATION FOR EQUIPMENT.

A2.1.4.5.2. RESEARCHES STOCK NUMBER AND NOMENCLATURE. Researches supply catalog, stock list, and manufacturer's literature to determine correct stock number, nomenclature, source of supply, and other data required to initiate a change request.

A2.1.4.5.3. PREPARES JUSTIFICATION AND CHANGE REQUEST. Prepares justification and submits request for change in authorization.

A2.1.4.5.4. TAKES FOLLOW-UP ACTION. Establishes suspense for follow-up of change request and takes follow-up action at appropriate interval.

A2.1.4.5.5. RECEIVES AND TURNS IN EQUIPMENT. Receives, signs for, turns in equipment, annotates appropriate document, inspects to verify condition, issues stock number, and ensures serial number coincides.

A2.1.4.5.6. MAINTAINS CUSTODIAN DOCUMENT. Maintains equipment listing and changes list or turn-in slip necessary for efficient control of the equipment account.

A2.1.4.5.7. REQUISITIONS EXPENDABLE SUPPLY. Requisitions, picks up, and distributes expendable supply. Task does not include requisitioning records staging area and reproduction supplies included elsewhere.

A2.1.4.5.8. MANAGES REPROGRAPHIC SUPPORT:

A2.1.4.5.9. ESTABLISHES, IMPLEMENTS, AND MANAGES BASE-WIDE COPIER PROGRAM. Manages the base reprographics machines to include adding and deleting user accounts and reporting monthly usage counts to service provider.

A2.1.4.5.10. APPROVES/DISAPPROVES REQUEST FOR REPROGRAPHICS. Approves/disapproves AF IMT 844, *Requisition for Local Duplicating Service*, after evaluating project, to determine whether project can be done within base resources or through the Defense Automated Printing Service (DAPS).



A2.1.4.5.11. MAINTAINS REPROGRAPHICS EQUIPMENT. Performs basic operator maintenance of reprographics equipment, to include clearing jams, replenishing toner, refilling staples and clearing copier codes. Coordinates with Contracting on maintenance contracts for equipment and maintains service records.

A2.1.4.5.12. MANAGES REPROGRAPHICS SERVER. Manages reprographics server from Desktop to monitor print queue jobs sent by customers.

A2.1.4.5.13. PREPARES REPROGRAPHICS REPORT. Provides report as requested, to Directorates and Commander, on jobs sent by customers to include specific time periods. Tracks reimbursement required by deployed unit/conference/work shop for mass printing jobs.

A2.1.4.5.14. PERFORMS SERVER MAINTENANCE. Performs basic maintenance on reprographics server, to include manually clearing print queue jobs, inputting Internet Protocol (IP) address and domain name.

A2.1.4.5.15. ISSUES REPROGRAPHICS DRIVER. Issues reprographics drivers and installation instructions to customers who desire desktop publishing capability to reprographics server.

A2.1.4.5.16. SUBMITS APPROVED REQUEST. Submits approved reprographics request to DAPS via on-line submission for publishing and delivery of product.

A2.1.4.5.17. DISTRIBUTES PRODUCT. Notifies customer of receipt of product and distributes product via receipt to customer.

A2.1.4.5.18. MAINTAINS DOCUMENTATION OF PRODUCT. Maintains documentation, receipts and forms of finished products, to include on-base reprographics projects.

A2.1.4.5.19. PROVIDES REPROGRAPHICS TRAINING FOR CRTIC PERSONNEL. Trains personnel on correct operation of base reprographics equipment.

A2.1.4.5.20. ORDERS/MAINTAINS REPROGRAPHIC SUPPLIES. Maintains, orders and inventories supplies for reprographics equipment, to include toner, paper, and staples.

A2.1.4.5.21. PUBLISHES AND DISTRIBUTES ON-BASE REPROGRAPHICS. Collates, staples and folds reprographic products for customers when large project is submitted. Copies/designs layout and overlay for quality product using copier and graphic computer program. Contacts customer to pick up product when project is completed.

A2.1.4.5.22. PROVIDES DEPLOYED UNIT SUPPORT:

A2.1.4.5.23. SCHEDULES AND PROVIDES REPROGRAPHICS SUPPORT FOR DEPLOYED UNIT. Includes training on operation of reprographics equipment.

A2.1.4.5.24. CREATES TRAINING REGULATION/GUIDELINE FOR USE OF VISITING UNIT AND OTHER PROGRAM.

A2.1.5. PREPARES TDY/SPECIAL ORDER:

A2.1.5.1. PREPARES OR ASSISTS IN PREPARATION OF REQUEST FOR TDY ORDER. Completes and/or assists customer with Request for TDY Orders, to include cost analysis. Supervises preparation of various types of orders. Assures proper preparation, series, and authentication. Monitors changes to orders and maintenance of record sets of orders for length of time deemed necessary by regulation.

A2.1.5.1.1. REVIEWS TDY REQUEST FOR COORDINATION PRIOR TO CUTTING OF ORDERS.

A2.1.5.1.2. RETURNS INCOMPLETE TDY REQUEST FOR CORRECTION OR PROPER COORDINATION.

A2.1.5.1.3. RESEARCHES SCHOOL ORDER AND INFORMATION. Researches Air Education and Training Command (AETC) Web Site for pertinent information on school to input into order and provides to member.

A2.1.5.1.4. CUTS ORDER. Cuts order on individual going TDY or to school after proper coordination on TDY request and/or school orders is completed.

A2.1.5.1.5. FORWARDS TO COMPTROLLER FOR CERTIFICATION. Forwards orders to Comptroller for certification and fund site information.

A2.1.5.1.6. PUBLISHES AND COPIES ORDER. Publishes order when certified by Comptroller.

A2.1.5.1.7. DISTRIBUTES ORDER. Distributes order to appropriate offices and to member. Provides member with handout if attending a formal school.

A2.1.5.1.8. PROCESSES P-/T&A-SERIES SPECIAL ORDER.

A2.1.6. MANAGES BASE DISTRIBUTION/BASE INFORMATION TRANSFER CENTER (BITC):

A2.1.6.1. PROCESSES INCOMING ON-BASE DISTRIBUTION. Reviews incoming on-base distribution and routes to appropriate office/unit.

A2.1.6.2. RECEIVES, SORTS, AND DISTRIBUTES UNITED STATES (US) AND INTEROFFICE MAIL AND FEDERAL EXPRESS. Routes incoming off-base distribution to appropriate sections, tenants and deployed units. Opens all undesignated correspondence and determines proper routing. Logs all incoming off-base certified and registered mail. Notifies appropriate member, section and/or unit of receipt of certified and/or registered mail. Obtains signature from member for receipt of certified and/or registered mail.

A2.1.6.3. ASSIGNS POSTAL BOX. Assigns postal distribution box and combination to section, tenant, and deployed unit,

A2.1.6.4. PROCESSES OUTGOING DISTRIBUTION. Processes all outgoing distribution, placing appropriate postage on letter and parcel. Records certified and registered mail. Delivers outgoing distribution to US Postal Service (USPS) if required. Obtains signature for certified and/or registered mail from USPS Agent. Ensures accountable mail is wrapped in approved paper and sealed with approved tape. Tracks accountable mail. Ensures all accountable mail is sent registered, recorded, and hand delivered to USPS to obtain signature for receipt of mail.

A2.1.6.4.1. MONITORS/REFILLS POSTAGE FUNDS.

A2.1.6.4.2. PERFORMS POSTAGE METER MAINTENANCE. Performs minor maintenance on postage meter. Clears jams, misfeeds and resets base. Calls in maintenance to technician when required.

A2.1.6.4.3. SUPERVISES THE OPERATION OF THE MAIL PROCESSING AND DISTRIBUTION ACTIVITY.

A2.1.7. ADMINISTERS GOVERNMENT CREDIT CARD:

A2.1.7.1. MAINTAINS SECURITY AND INTEGRITY OF GOVERNMENT CREDIT CARD. Ensures use of the Government Credit Card is to purchase authorized government requirements, and within limits of cardholder's authority. Researches mandatory sources before utilizing private sector vendors.

A2.1.7.2. TYPES AF IMT 4009, *GOVERNMENT PURCHASE CARD FUND CITE AUTHORIZATION*. Obtains Approving Official's signature, submits AF IMT 4009 to Financial Management (FM); ensures transfer of funds prior to purchasing; and posts transaction.

A2.1.7.3. POSTS AND BALANCES TRANSACTION. Posts Government Credit Card transaction on purchase log, attaches copy of receipt when received, and ensures funds stay balanced on every transaction.

A2.1.7.4. MAINTAINS DOCUMENTATION. Ensures documentation is accomplished on all telephone, computer and local purchases.

A2.1.7.5. COMMUNICATES WITH VENDOR.

A2.1.7.6. VERIFIES SHIPPING AND RECEIVING. Ensures merchandise ordered is received, reviewed for discrepancies, and documented on purchase log. Returns all inadequate merchandise received.

A2.1.7.7. REVIEWS STATEMENT OF ACCOUNT. Reconciles statement of account to ensure all transactions are correct and signs and forwards to the accounting office within three workdays to avoid payment delays.

A2.1.7.8. TYPES CARDHOLDER STATEMENT OF QUESTIONED ITEM FORM. Ensures disputed transactions are accomplished/submitted and follows up on disputed transactions until resolved.

A2.1.8. PERFORMS AS BASE-LEVEL 3A0XX FUNCTIONAL MANAGER:

A2.1.8.1. PERFORMS AS TRAINER FOR INFORMATION MANAGEMENT PERSONNEL. Trains 3-, 5- and 7- level CRTC and tenant unit personnel in Information Management duties.

A2.1.8.1.1. EVALUATES ON-THE-JOB TRAINING (OJT) RECORD. Evaluates OJT record and conducts training based on current needs and shortfalls.

A2.1.8.1.2. EVALUATES TRAINING EFFECTIVENESS PRIOR TO CERTIFICATION. Evaluates member for effectiveness of training received, prior to certification.

A2.1.8.1.3. DISSEMINATES INFORMATION PERTINENT TO THE CAREER FIELD.

A2.1.8.1.4. COORDINATES TRAINING WAIVER.

A2.1.8.2. MAINTAINS WALL CHART/BULLETIN BOARD. Carries information to bulletin board, arranges, removes existing data, and posts new information, removes obsolete information, and returns to work area.

A2.1.8.3. MANAGES FREEDOM OF INFORMATION (FOIA)/PRIVACY ACT PROGRAM. Advises personnel of applicable regulation and disseminates appropriate information. Provides training in these programs as necessary and prepares annual report.

A2.1.8.4. MANAGES FOIA PROGRAM:

A2.1.8.4.1. REVIEWS/RESEARCHES REQUEST AND FORWARDS TO APPROPRIATE HEADQUARTERS.

- A2.1.8.4.2. NOTIFIES REQUESTER OF STATUS.
- A2.1.8.4.3. LOCATES DOCUMENT, COPIES, AND FORWARDS TO HEADQUARTERS.
- A2.1.8.4.4. TRACKS AND REPORTS PROCESSING EXPENDITURE.
- A2.1.8.4.5. PREPARES AND SUBMITS FOIA REPORT.
- A2.1.8.5. MANAGES PRIVACY ACT PROGRAM:
  - A2.1.8.5.1. COORDINATES ON PRIVACY ACT AFFECTED DOCUMENT.
  - A2.1.8.5.2. CONDUCTS PRIVACY ACT AWARENESS TRAINING.
  - A2.1.8.5.3. COMPILES AND SUBMITS ANNUAL PRIVACY ACT DISCLOSURE REPORT.
  - A2.1.8.5.4. RESPONDS TO FOIA AND PRIVACY ACT INQUIRY.
- A2.1.9. PERFORMS AS FORTEZZA RESPONSIBLE OFFICER (FRO):
  - A2.1.9.1. ENSURES ANY USER GRANTED ACCESS TO FORTEZZA CARD HAS PROPER CLEARANCE AND A VALID NEED-TO-KNOW.
  - A2.1.9.2. CONDUCTS TRAINING. Conducts initial and refresher training of all FORTEZZA users.
  - A2.1.9.3. SAFEGUARDS FORTEZZA CARD. Responsible for receiving, accounting for, handling, using and safeguarding all FORTEZZA cards until returned to the Certification Authority (CA).
  - A2.1.9.4. ENSURES PROPER COMPLETION OF X.509 *CERTIFICATE REQUEST FORM*. Ensures the X.509 is properly completed and assists user as needed.
  - A2.1.9.5. INVENTORIES FORTEZZA CARD. Performs an annual inventory of FORTEZZA cards.
  - A2.1.9.6. ISSUES FORTEZZA CARD AND PERSONAL IDENTIFICATION NUMBER (PIN) TO USER.
  - A2.1.9.7. RETURNS FORTEZZA CARD. Returns FORTEZZA card to CA when directed.

A2.1.9.8. TRANSFERS RESPONSIBILITY. Coordinates with the CA to transfer responsibility.

A2.1.9.9. USES FORTEZZA CARD:

A2.1.9.10. SAFEGUARDS FORTEZZA CARD. Safeguards personal FORTEZZA card and PIN.

A2.1.9.10.1. REPORTS INCIDENT. Reports intentional or inadvertent acts to the FRO and Communications Security (COMSEC) manager, which could lead to the disclosure of classified information, including its loss, improper use, unauthorized viewing or any other instance that could jeopardize the security of the FORTEZZA card and the information it protects.

A2.1.9.10.2. TRANSFERS FORTEZZA CARD. Notifies and returns FORTEZZA card to FRO when no longer needed and prior to either transferring responsibility or permanently departing from the CRTC.

A2.1.9.10.3 DISTRIBUTES DEFENSE MESSAGING SYSTEM (DMS) MESSAGE. Disseminates/distributes DMS message traffic to appropriate section when received.

A2.1.9.10.4. MANAGES DMS:

A2.1.9.10.4.1. INSTALLS DMS SOFTWARE. Installs DMS software on designated DMS computer systems. Ensures designated system meets minimum requirements.

A2.1.9.10.4.2. UPDATES DMS SOFTWARE. Uninstalls previous DMS software program and installs updated DMS software as required.

A2.1.9.10.4.3 INSTALLS DMS FORTEZZA CARD DRIVER. Installs driver for personal computer memory card (FORTEZZA card reader), to enable reading and accessing FORTEZZA card for DMS software.

A2.1.9.10.4.4. TRAINS DMS END USER. Trains end users in usage of DMS messages, to include sending, retrieving, forwarding, signing and encryption of messages.

A2.1.9.10.5.5. PERFORMS TRAVEL. Travels as necessary to workshop or conference related to DMS duties.

A2.1.10. PERFORMS SOFTWARE MANAGEMENT:

A2.1.10.1. AUDITS SOFTWARE. Performs an audit of all government systems for software, both authorized and unauthorized, and prepares listing of all software found.

A2.1.10.2. MAINTAINS SOFTWARE LICENSE AND INVOICE. Locates and maintains all software licenses and invoices pertaining to official government software.

A2.1.10.3. COMPILES SOFTWARE LISTING. Compiles listing of all authorized software, to include government procured Commercial Off-the-Shelf Software (COTS).

A2.1.10.4. MAINTAINS SOFTWARE LISTING. Maintains listing of software to include title, version, date acquired, purchase order and/or invoice number.

A2.1.10.5. MAINTAINS SOFTWARE ANTI-PIRACY COMPUTER-BASED TRAINING (CBT) SCORE. Directs users to take mandatory Anti-Piracy CBT course annually and maintains scores of each individual.

A2.1.10.6. WRITES PROCEDURE. Writes procedures to formally communicate policies and appropriate procedures for employees to follow.

A2.1.10.7. RECORDS/MAINTAINS SOFTWARE RECEIPT/REGISTRATION. Records all government procured software, to include COTS, upon arrival. Records serial number of software. Completes and mails software registration cards. Maintains all software registration information, to include serial numbers, in official files.

A2.1.10.8. DISTRIBUTES SOFTWARE. Distributes software to appropriate section via AF IMT 1297, *Temporary Issue Receipt*. Maintains AF IMT 1297 in official files, until return and/or destruction of software.

A2.1.10.9. PERFORMS SURVEY OF SOFTWARE. Performs survey of all users of government systems, to determine software usage and determine needs for training and procedure updating.

A2.1.10.9.1. PERFORMS PHYSICAL AUDIT. Performs a physical audit of workstations and servers to determine what software is installed. Verifies authorized software. Compares physical audit report with authorized government software, to include government procured COTS, for copyright and piracy violations.

A2.1.10.9.2. PROCESSES SOFTWARE DISCREPANCY/VIOLATION:

A2.1.10.9.2.1. COUNSELS EMPLOYEE ON USE OF UNAUTHORIZED SOFTWARE. If violations are found, counsels employee on the use of unauthorized software, to include copyright violation, piracy violation and licensing agreement infringements. Directs employees found to have unauthorized software on the corrective measures to be taken and establishes a time frame for action to be completed.

A2.1.10.9.2.2. REVIEWS CORRECTIVE ACTION. Performs a physical audit of workstation found to have discrepancies.

A2.1.10.9.2.3. PREPARES AND MAINTAINS AUDIT REPORT. Summarizes finding in audit report. Maintains report in official files.

A2.1.10.9.3. REVIEWS REQUEST FOR COST SOFTWARE PURCHASE. Reviews submission of AF IMT 3215, *IT/NSS Requirements Document*, when employee requests purchase of COTS.

A2.1.10.9.3.1. VERIFIES NEED. Verifies requirement for software, ensures no government software is available to meet needs, and all documentation is attached to AF IMT 3215.

A2.1.10.9.3.2. APPROVES/DISAPPROVES AF IMT 3215. Approves or disapproves AF IMT 3215 and forwards to Information Technology (IT) section for action.

A2.1.10.9.3.3. MAINTAINS COPY OF AF IMT 3215. Maintains copy of completed/approved AF IMT 3215 in official files with requested software documentation.

A2.1.10.9.3.4. REVIEWS TURN-IN OF SOFTWARE. Reviews software turned in for either reissue to another workstation or destruction per instructions.

A2.1.10.9.3.5. PERFORMS PHYSICAL MANAGEMENT OF SOFTWARE. Makes official back-up copy of authorized software and license agreement, prior to issue.

A2.1.10.9.3.6. MAINTAINS LOCATION OF SOFTWARE. Maintains official back-up copy of software in IM Office, to include protection and license agreement, and records actual location of original software and copy of license agreement.

A2.1.10.9.3.7. PERFORMS SOFTWARE TROUBLESHOOTING:

A2.1.10.9.3.8. PROVIDES CUSTOMER TELEPHONE SUPPORT. Provides telephone support to customers for minor software problems.

A2.1.10.9.3.9. PROVIDES ON-SITE SUPPORT. Provides on-site physical support to customers when telephone support is ineffective or when a major software problem exists.

A2.1.10.10. PERFORMS WEB PAGE ADMINISTRATION:

A2.1.10.10.1. DESIGNS WEB PAGE. Designs Web Page for various sections according to customer input and applicable policies and instructions.



- A2.1.10.10.2. REVIEWS WEB PAGE. Coordinates with customer to review designed Web Page, makes changes as necessary per customer input.
- A2.1.10.10.3. TAKES DIGITAL PICTURE. Takes digital pictures of base with digital camera. Review pictures for quality and incorporates picture into appropriate Web Page.
- A2.1.10.11. POSTS ELECTRONIC PUBLICATION. Posts local operating instructions in downloadable electronic format to Web Page. Ensures all links are working.
- A2.1.10.12. COORDINATES COMMANDER AND STAFF REVIEW. Coordinates final review with Command and Commander's staff for overall review of complete Web Site. Makes changes as necessary from input.
- A2.1.10.13. SUBMITS WEB SITE FOR APPROVAL AND POSTING. Burns compact disk (CD) of entire Web Site and submits entire Web Site to MPF Public Affairs (PA) office for approval and posting.
- A2.1.10.14. UPDATES WEB PAGE. Updates and posts change to Web Site, to include telephone directory and personnel listing.
- A2.1.11. MANAGES BASE TELEPHONE DIRECTORY. Manages and updates base telephone directory for CRTC, tenant, and geographically separated unit.
- A2.1.11.1. REVIEWS BASE DIRECTORY. Completes and forwards listing of members to sections and units for review, corrections and additions.
- A2.1.11.2. OBTAINS HOME TELEPHONE NUMBER CONSENT. Obtains signature and consent of member to publish home telephone number in base telephone directory.
- A2.1.11.3. UPDATES BASE DIRECTORY. Updates base telephone directory with information provided from sections and units.
- A2.1.11.4. PERFORMS FINAL REVIEW COORDINATION. Publishes and forwards draft of base telephone directory to directorates and units for final review prior to publishing. Makes corrections as necessary.
- A2.1.11.5. PUBLISHES BASE TELEPHONE DIRECTORY AND FORWARDS TO SECTION/INDIVIDUAL. Organizes directory prior to publication. Prints directory. Collates and assembles for final binding and distribution. Binds and distributes directory to members, tenants, and deployed units.
- A2.1.11.6. UPDATES BASE TELEPHONE DIRECTORY ON LAN. Publishes base telephone directory to LAN. Updates to reflect changes when submitted by customers.

A2.1.11.7. MAINTAINS OFFICIAL DIRECTORY ON FILE. Maintains directory and all supporting documentation in official files.

A2.1.12. MAINTAINS FUNCTIONAL ADDRESS LISTING:

A2.1.12.1. PREPARES FUNCTIONAL ADDRESS E-MAIL LETTER. Compiles and composes Functional Address E-mail Letter to Directorates for review and corrections.

A2.1.12.2. REVIEWS/UPDATES FUNCTIONAL ADDRESS E-MAIL LISTING. Reviews update/document from NGB for changes to ANG Functional Address E-mail Listing Standards. Verifies against current Functional Address E-mail Listing letter on file.

A2.1.12.3.. DISTRIBUTES/FILES FUNCTIONAL ADDRESS E-MAIL COORDINATION. Makes copies of completed and signed Functional Address E-mail letters and forwards original to Information Systems for updating. Maintains copy of letter.

A2.1.13. PROCESSES INCOMING OR OUTGOING PERSONNEL:

A2.1.13.1. PROCESSES INCOMING PERSONNEL. Logs newly arrived individual onto Alpha Roster, assigns individual to duty section and annotates phone number, creates a Personal Information File (PIF) and files order in PIF, briefs individual on in-processing checklist, notifies individual of MPF in-processing date, notifies supervisor of individual's arrival, and files checklist in PIF.

A2.1.13.2. PROCESSES OUTGOING PERSONNEL. Removes individual from roster, terminates PIF, verifies documentation, annotates checklist, and forwards documentation to appropriate agency.

A2.1.14. MANAGES QUALITY FORCE ACTION:

A2.1.14.1.. PROCESSES NONJUDICIAL ACTION. Processes administrative action, Article 15, Letter of Reprimand, Administrative Demotion, Administrative Discharge, Line-of-Duty Determination, and Report of Investigation.

A2.1.14.2. PROCESSES JUDICIAL ACTION.

A2.1.14.2.1. PROCESSES APPLICATION, REQUEST OR CLAIM. Receives and reviews application, claim, or request; if necessary, obtains additional information, verifies eligibility, and briefs member. Prepares appropriate documentation, obtains coordination/signature, and returns to member or appropriate agency. Maintains file copy. Includes, but is not limited to, off-duty employment and advance pay requests.

A2.1.14.2.2. SCHEDULES STAFF MEETING. Schedules time and place, notifies personnel, arranges for necessary equipment, takes minutes, prepares and distributes minutes.

A2.1.14.2.3. TRACKS RECOMMENDATION FOR DECORATION. Receives Decoration Submission Consideration, suspenses, forwards to appropriate personnel, and returns completed form to Personnel. Receives Recommendation for Decoration, suspenses, forwards to appropriate personnel, reviews narrative for correctness, and returns completed recommendation to Personnel.

**A2.2. INDIRECT.** Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are: Administers Civilian, Officer, and Enlisted Personnel; Directs Work Center Activity; Provides Administrative Support; Prepares for and Conducts/Attends Meeting; Administers Training; Manages Supplies; Maintains Equipment; and Performs Cleanup.

## Attachment 3

## MANPOWER TABLE

Table A3.1. Standard Manpower Table.

WORK CENTER/FAC		APPLICABILITY MANHOUR RANGE					
Fuels Management		489.60 – 1142.40					
Air Force Specialty Title	AFSC	Grade	Manpower Requirement				
Chief Enlisted Manager	**	AGR	<u>1</u>	<u>1</u>	<u>1</u>		
Personnel/Craftsman	3S0X1	AGR	<u>1</u>	<u>1</u>	<u>2</u>		
Information Management	3A0X1	AGR	<u>0</u>	<u>1</u>	<u>1</u>		
Total			<u>2</u>	<u>3</u>	<u>4</u>		

**NOTE:**

1. AFSCs may be adjusted at the discretion of the CRTC Commander.
2. \*\*Chief Enlisted Manager's AFSC to be determined by CRTC Commander.